



Madaket Area Plan Work Group

Possible Work Program



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Organizational Meeting

1. Election of Officers
2. Review of requirements of Open Meeting Law
3. Establishment of tentative Work Program, pending the review of background materials and identification of issues
4. Solicitation of remaining ex-officio members
5. Decision - consultants to be utilized at beginning of process, or used on an as-needed basis?



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Tasks required before issues are identified:

1. NP&EDC authorization to proceed beyond data collection phase.
2. Development of Mission Statement
3. Development of reading file:
 - a. Comprehensive Community Plan
 - b. Mid-Island Area Plan
 - c. Water quality reports
 - d. Others?



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Tasks required before issues are identified:

4. Reports on other relevant processes affecting Madaket Planning Area:

- Comprehensive Wastewater Management Plan (DPW)
- BOH Septic Initiatives (Health Director)
- Water Quality Testing / Studies (Marine)
- Madaket Harbor Watershed Work Group
- Estuaries Program (SMAST)
- Beach Management



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Tasks required before issues are identified:

5. Development of additional stakeholder list for routine contacts.
6. Development of GIS data layers as basis for analysis.
7. Agreement on ground rules / protocol for issues session.
8. Selection of facilitator for issues session.
9. Refinement of Area Plan Boundary; identification of sub-areas?



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Hold issues session:

1. Facilitator leads Work Group in identifying issues; Ex Officio members participate
2. Organized by issue (i.e., growth, community character, housing, transportation, infrastructure, water quality, etc.)
3. List organized and distributed by staff
4. Hold public hearing on issues and modify issues list accordingly



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Prioritize issues

1. Work Group alone employs prioritization process (“dot exercise”)
2. Staff tabulates results



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Develop detailed Work Program based on issues identified

1. Form subcommittees to facilitate process?
2. Identify additional resources needed as a result of issues identified (consultants, data, etc.)
3. Determine costs for added resources; develop funding strategy



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Obtain funding

1. NP&EDC
2. Private Sources



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Consultants

1. Identify tasks to be performed by consultants; solicit for consultants, if applicable.
2. Select consultants



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Analysis and Development of Plan Strategies (selectively with consultants):

1. Conduct further analysis (consultants)
2. Analyze results, and select potential solutions.
3. Decide on organization of Area Plan document (i.e., growth issues, water quality / environmental issues, infrastructure; historic character; transportation / traffic)
4. Hold sessions to identify and generally frame out strategies that address issues in each area identified
5. Fine tune proposed strategies and actions
6. Identify parties to implement strategies



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Create Draft Plan / Bylaws

1. Concurrently, draft implementing bylaw amendments.
2. Hold public hearing jointly with NP&EDC on draft and establish 15 – 30 day comment period
3. Meet with stakeholders individually or in groups
4. Modify plan in accordance with comments
5. Draft final revisions to bylaw amendments



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Action on Plan / Implementation

1. Work Group acts on Plan
2. NP&EDC acts on Plan
3. Town Meeting acts on Bylaws
4. Work Group assists NP&EDC in implementing Plan